

## DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
SACRAMENTO, CA 95814  
(916) 445-1797

June 18, 1980



To: All County Welfare Directors  
All County Data Processing Officers

Letter No. 80-24

## MEDI-CAL REPORTING REQUIREMENTS FOR FEDERAL REFUGEE ASSISTANCE PROGRAMS

The Department of Social Services provided counties with information on the major provisions of the Refugee Act of 1980 in its All County Information Notice I-54-80 dated May 28, 1980. The purpose of this letter is to:

1. Provide supplemental information on Medi-Cal aspects of the new act;
  2. Give special instructions for one-time re-reporting to this Department of date of entry for refugees currently on the AFDC Cash or Medi-Cal Only programs;
  3. Transmit an advance copy of Medi-Cal Eligibility Manual Prodecure 5F, which gives revised instructions for county reporting of refugees;
  4. Transmit an advance copy of the revised Form MC 255, Refugee Cross Reference Transaction Form, and accompanying instructions;
  5. Transmit the format of the computer tape version of the revised MC 255.
- A. Effect of New Act on Medi-Cal Eligibility for Refugees

Although the new Federal Refugee Act of 1980 provides that all refugees are to be eligible for cash aid and Medi-Cal the same way Indochinese refugees are now, Congress has not yet appropriated funds to cover the new refugees; only Indochinese and Cuban refugee programs are fully funded, under a previous appropriation. (Both Indochinese and Cuban refugee programs are funded through September 1980.)

Lack of funding for the new refugees does not affect their eligibility for Medi-Cal; but it does affect under which Medi-Cal program they can currently qualify. Until there is Congressional funding for refugees under the 1980 Refugee Act:

1. The other refugees will be eligible for cash aid and cash-based Medi-Cal only if they are recipients of a standard cash program (AFDC, SSI/SSP, etc.);
2. New refugees who meet cash aid financial standards, but who do not meet standard (AFDC, SSI/SSP, etc.) cash program linkage requirements, will be eligible for Medi-Cal in the same way as any other non-linked person, that is, as Medically Indigent persons;

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3. New refugees who do not meet cash aid financial standards, but do meet Medi-Cal Only standards, will qualify as Medically Needy or Medically Indigent, depending on linkage.

Once federal funding exists, a cash aid program for non-linked new refugees can begin and the Medi-Cal program can get federal refugee funds to offset the state share of medical costs for new refugees.

B. Purpose and Method of County Reporting of Refugees

In order to claim special federal refugee reimbursement, the state must know which Medi-Cal eligibles are refugees so it can then identify actual costs paid for refugee care. Since all refugees, except IRAP cash assistance recipients (aid code 01), were given regular Medi-Cal aid codes beginning October 1978, a special tracking system (Refugee Cross Reference System) became necessary. This system tracks refugee eligibility history and patient history and costs. But this happens only if counties provide adequate input to this system. Medi-Cal costs for refugees who remain unidentified to DHS will be borne principally by state taxpayers.

Since October 1978, the method for reporting refugees has been monthly county submission of lists of certain categories of new refugee eligibles on the Refugee Cross Reference Transaction Form (MC 255) or a computer tape equivalent. This method will continue. Attached is a chart (Attachment 1) which summarizes those categories which must be reported. Explicit instructions on identifying and reporting these groups are contained in the attached advance copy of Medi-Cal Eligibility Manual Procedure 5F (Attachment 2). This procedure will be sent to Manual holders by Manual Letter 36.

C. Revised Refugee Reporting Form

Many new refugees do not have a Social Security Number (SSN). Since the beneficiary SSN was used as the only means of identifying an individual refugee to the Refugee Cross Reference System on the old form, refugees without an SSN remain unidentified. Therefore, it has become necessary to revise the Refugee Cross Reference Transaction Form MC 255. The revised MC 255 has a March 1980 revision date. An initial supply of the revised form will be sent to counties with substantial refugee populations about June 15, 1980; a notice of availability of the form will be sent to the other counties. The original Form MC 255 is obsolete and should no longer be used. Any remaining stock should be destroyed. Attachment 3 is a sample of the revised form and accompanying instructions. The form contains two new data elements and adds two more categories of refugees:

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1. A refugee's Medi-Cal ID number is now included on the MC 255;
2. The date of entry of each refugee into the United States is now required information on the MC 255;
3. Two new refugee categories, "East European or Russian" and "Other", are added.

In order to enable DHS to monitor county refugee reporting, counties which have no new refugee applications approved in a month must make a negative report, in the form of an MC 255 with the notation "No refugee applications received for (month, year)". County identification must also be included.

Counties shall modify their internal procedures to accommodate these changes as expeditiously as possible.

D. County Re-reporting of Current Refugee Eligibles

1. Refugee Date of Entry

Under the new act, the maximum time that special refugee funds are available to help cover a particular refugee's assistance costs is 36 months, beginning with the month of that refugee's entry into the U.S. The time limit feature becomes effective April 1, 1981. Thereafter, refugees who entered the U.S. prior to May 1978 will lose federal refugee funding on April 1, 1981 and refugees who entered after May 1978 will lose refugee funding after their 36th month in the U.S. Because the time limit on refugee federal funds varies from refugee to refugee, counties must report on a one-time basis the date of entry into the U.S. for each individual refugee who is currently receiving AFDC cash or Medi-Cal-Only. The State Department of Social Services, which tentatively plans to begin gathering data later this year on new cash eligible refugees, will use the information counties have supplied to DHS via the MC 255 for AFDC cash eligible refugees as part of its data base. Counties will not be required to report duplicate information on current AFDC cash eligible refugees for DSS.

a. AFDC Cash or Medi-Cal-Only Refugee Re-reporting on MC 255s

Case files must be reviewed and MC 255s must be resubmitted for a portion of current AFDC cash or Medi-Cal-Only eligible refugees each month between now and November. Reviews should be scheduled so that all refugees have been re-reported by November. Name, Social Security Number, date of entry into the U.S. and current Medi-Cal ID number are the only information required on the MC 255s for these refugees. Date of entry of a refugee should be on the case file copy of the Alien Verification Form (CA 6).

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In addition, each county will be provided a roster (EDP printout) by approximately December 1, 1980, which will contain the names of the county's December AFDC cash or Medi-Cal-Only refugees for whom DHS has no date of entry. Counties must return the roster with the missing information filled in by January 2, 1981.

b. AFDC Cash or Medi-Cal-Only Refugee Re-reporting on Computer Tape

Counties with computer capability may submit a computer tape to re-report refugees and their dates of entry. Tape specifications are attached (Attachment 4). The computer tape of re-reported refugees will be due to DHS by February 1, 1981.

E. County Reporting of New Refugee Eligibles

Counties must continue to report full information on all new AFDC cash or Medi-Cal-Only eligibles. Reporting on new AFDC eligibles is required until DSS' new cash aid refugee reporting process is in operation. Once DSS has the ability to accept and process data on new cash refugees, DHS will use that data for Medi-Cal purposes, and will drop its current AFDC refugee reporting requirements. Until then, the following rules apply. These rules are spelled out in detail in Medi-Cal Eligibility Manual Procedure 5F.

1. AFDC Cash or Medi-Cal Only

Identifying information and date of entry must be reported to DHS for all new AFDC cash assistance or Medi-Cal-Only recipients on the Refugee Cross Reference Transaction, Form MC 255, each month, following instructions provided with the form.

Counties with computer capabilities may submit this information on computer tape using the attached record format.

2. IRAP Only Cash

Non-AFDC persons on IRAP only cash aid are identified by aid code 01 in Medi-Cal CID records, county issued Medi-Cal card logs and MC 208 input. Therefore, these refugees will continue to be exempt from the MC 255 reporting requirements, including date of entry reporting requirements.

All County Welfare Directors  
All County Data Processing Officers

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If you have any questions or comments regarding this, contact your Medi-Cal Field Representative.

Sincerely,

Original signed by

Doris Z. Soderberg, Chief  
Medi-Cal Eligibility Branch

Attachments

cc: Medi-Cal Liaisons  
Medi-Cal Field Representatives

Expiration Date: December 31, 1980

## REFUGEE DATE OF ENTRY REPORTING

Refugee Category	Current Eligibles:		New Eligibles:	
	Re-report via MC 255 or Computer Equivalent		Report via MC 255 or Computer Equivalent	
	yes	no	yes	no
Medi-Cal Only				
Pre 10/78 Cuban		X		X*
Post 10/78 Cuban	X		X	
Indochinese	X		X	
Others (East Europeans, etc.)	Not Applicable		X	
Cash Recipients				
AFDC	X		X	
Refugee Cash (IRAP; other, when program is established)		X		X

\*Any pre-10/78 Cuban refugee new to the county must be reported to the Refugee Cross Reference System via the MC 255.

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## 5F - REFUGEE ASSISTANCE REPORTING REQUIREMENTS

The purpose of this section is to provide information on the federal Refugee Act of 1980 and to set forth procedures to be followed for reporting Medi-Cal eligible refugees to the Department of Health Services (DHS).

1. Refugee Act of 1980a. Background

In the past, federal legislation created special refugee programs which provided cash and medical assistance to Indochinese and Cuban refugees. Other individuals who were admitted to the United States as refugees were not granted the benefits of these special programs.

b. New Legislation

The federal Refugee Act of 1980, which was signed into law March 17, 1980, provides for uniform treatment for all persons who are admitted to the United States as refugees in the future. In addition, it repeals the Indochina Migration and Refugee Assistance Act of 1975, but leaves in place the Cuban Refugee Program phasedown for all Cubans who entered the United States prior to October 1, 1977.

c. Effect of Federal Funding on Refugee Eligibility

Congress appropriated refugee funds for the 1979-80 period, to cover certain aid costs for Indochinese and Cuban refugees that states would otherwise have to pay and to cover costs for those special aid programs that would not even exist without the special refugee funds. (An example of a program that would not exist without federal refugee funds is the Indochinese Refugee Assistance Program (IRAP) cash aid program.) Congress has not yet approved similar refugee cash aid funds for persons other than Indochinese, despite the provisions of the 1980 Refugee Act.

The result is that the special Indochinese cash aid program continues, but there is not yet a cash aid program for other refugees. The lack of refugee funding does not affect Medi-Cal eligibility for the other refugees, but it does affect which Medi-Cal program they qualify under. Until there is more congressional funding: (1) the other refugees will be eligible for cash aid and cash-based Medi-Cal only if they are recipients of a nonrefugee cash program (AFDC, Supplemental Security Income/State Supplementary Payment (SSI/SSP), etc.); (2) refugees, other than Indochinese, who meet cash aid financial standards but who do not meet standard cash program linkage requirements, will be eligible

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for Medi-Cal in the same way as nonlinked nonrefugees -- as medically indigent persons; and (3) refugees who do not meet cash aid financial standards, but do meet Medi-Cal-Only standards, will qualify as medically needy or medically indigent, as appropriate.

Once federal funding exists, a cash aid program for nonlinked new refugees can begin, and the Medi-Cal program can get federal refugee funds to offset that part of refugee medical costs that the State has paid for.

### d. Time Limit on Refugee Assistance

The Refugee Act of 1980 provides that the maximum time that special refugee funds are available to help cover a particular refugee's assistance costs is 36 months, beginning with the month of the refugee's entry into the United States. The time limit feature becomes effective April 1, 1981. This means that beginning April 1, 1981 there will be no special refugee funding available under this act for a refugee who has been in this country more than 36 calendar months. The refugee will have become "time expired".

## 2. Purpose of County Reporting of Refugees

Special federal money funding is available to reimburse the State for what would otherwise be the State's cost of Medi-Cal services provided to refugees. In order to claim this special reimbursement, the State must know actual costs paid for refugee services. Since all refugees except IRAP cash assistance recipients (aid code 01) were integrated into the regular Medi-Cal categories in October 1978, a special tracking system, the Refugee Cross Reference System, became necessary. This system tracks refugee eligibility history and patient history thus allowing the State to claim federal reimbursement. But this happens only if counties provide DHS with adequate input to this system for all refugees receiving Medi-Cal. Medi-Cal costs for refugees who remain unidentified to DHS will be borne principally by state taxpayers. In the past, there has been substantial underreporting of IRAP AFDC cash and Medi-Cal-Only recipients to the Medi-Cal Refugee System. Because of this underreporting there is potential loss to the State of several million dollars of special federal refugee funds, due to the inability to identify these refugees' Medi-Cal costs. Therefore, counties must ensure that all persons who are identified as refugees are reported to the State.



### 3. Refugee Identification

#### a. Proof of Refugee Status

Refugees should have a completed Immigration and Naturalization Service (INS) Arrival-Departure Record, Form I-94. In the lower right block, the individual will be identified as a refugee in one of the following ways:

- (1) Refugee admitted as conditional entrant under Section 203 (a) (7) of the Immigration and Nationality Act (INA).
- (2) Refugee admitted under Section 207 of INA (Refugee Act of 1980).
- (3) Refugee paroled indefinitely under Section 212 (d) (5) of INA.
- (4) Soviet or East European paroled pursuant to Section 212 (d) (5) of INA under "Parole Program".

Cuban applicants for whom documentation of refugee status is unclear should have their status verified following procedures established under Department of Social Services EAS Chapter 69-100. (Individuals whose I-94 indicates parole status or asylum applicant with an expiration date are not eligible for Medi-Cal because their current presence in the United States is temporary.)

INS documents may be photocopied for inclusion in the case folder, provided that:

- (1) Copies are marked "For Official Use by \_\_\_\_\_ Agency  
\_\_\_\_\_ Date."
- (2) A line slash is made through the copy.

Naturalization and citizenship papers may not be photocopied.

#### b. Date of Entry

Date of entry into the United States is found in the lower right corner of the I-94. Date of entry into the United States must be entered in the case file for each refugee on the Alien Verification Form (CA 6). This information must be reported to the State following the instructions for the revised (3/80) Refugee Cross Reference Transaction form, MC 255. After April 1981, this date will also determine whether a newly approved or transferred person should be reported to DHS as a Medi-Cal refugee (see paragraph 1.d).

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### 4. Effect of Aid Type on Refugee Reporting

#### a. Nonlinked Refugee Cash Recipients

Counties have never been required to report Refugee cash assistance (aid code 01) recipients to DHS on the Refugee Cross Reference Transaction (MC 255). This remains unchanged.

If Refugee cash assistance recipients (aid code 01) become eligible for Medi-Cal as AFDC cash or Medi-Cal-Only, they must be reported as described in 4.b below.

Refugees whose date of entry is prior to May 1978 will become "time expired" on April 1, 1981; refugees who entered after May 1978 will become "time expired" after their thirty-sixth month in the country. "Time expired" nonlinked Refugee cash assistance beneficiaries who are transferred at the end of their thirty-sixth month to other Medi-Cal categories because they are no longer eligible for refugee assistance need not be reported to the Department on MC 255s.

#### b. Refugees Receiving AFDC Cash or Medi-Cal-Only

Before April 1981, each refugee who is newly approved for AFDC cash or Medi-Cal-Only, as an applicant or transferee to a county, must be reported to DHS's Refugee System. After April 1981, such refugees must be reported if they have been in the United States less than 36 months, as of the month their eligibility begins in that county.

#### c. Cuban Refugees

Cuban refugees who entered the United States prior to October 1, 1978, and who are newly approved as applicants or transferees in a county under the AFDC cash or Medi-Cal-Only programs, must be reported on the MC 255 with Refugee Indicator "2". Date of entry is not required. The "time expired" feature that begins April 1981 does not apply to these refugees.

Cuban refugees who entered the United States on October 1, 1978 or thereafter must be reported on the MC 255 with Refugee Indicator "9". Date of entry is required.

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### 5. Refugee Reporting Method

The revised Refugee Cross Reference Transaction form MC 255 (3/80) or electronic data processing (EDP) tape equivalent is to be used to report refugees. Information to be reported is: county name and number, month of approval, transaction code, Social Security number (SSN), refugee indicator, Medi-Cal ID number, date of entry into the United States, and name. The Medi-Cal ID number and date of entry are new data elements. Refer to the form's instructions for details.

### 6. Refugee Reporting Requirements

Following the guidelines provided above, counties are to report all eligible refugees to DHS on the MC 255.

#### a. EDP Reporting

Counties are encouraged to report refugees via a monthly EDP tape in place of MC 255 reports. Counties which wish to convert part or all of their refugee reporting to EDP medium should contact:

Department of Health Services  
Medi-Cal Eligibility Branch  
Att: Refugee Program Analyst  
714 P Street, Room 1692  
Sacramento, CA 95814

Phone: (916) 445-1797

#### b. Monthly Reporting Requirement

Each monthly MC 255 report is to contain information on all refugees approved for AFDC cash or Medi-Cal-Only in the month just ended. MC 255s are to be sent to DHS within ten (10) working days of the end of each month, whether or not the form is completely filled.

#### c. Negative Reporting

If there have been no refugee applicant approvals in any given month, a negative report must be sent to DHS. This means an MC 255 shall be sent to DHS with the notation: "No refugee applications received for (month) (year)." County identification must also be included.

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## INSTRUCTIONS REFUGEE CROSS REFERENCE TRANSACTION FORM MC 255

Form MC 255, Refugee Cross Reference Transaction, is to be used to report all new Refugee Aid to Families with Dependent Children (AFDC) cash assistance or Medi-Cal-Only applicants who are approved in a county or who transfer to that county in any one month. After April 1981, only refugees who have been in the United States 36 months or less need be reported. Forms are to be sent to the Department of Health Services within ten (10) working days of the end of each month, whether or not enough refugees are being reported to completely fill the form. Forms which do not contain the 14-digit Medi-Cal ID number for all refugees will be returned to the county for completion. Forms which do not contain a refugee date of entry into the United States for all refugees except pre-October 1978 Cubans (refugee type 2) will be returned to the county for completion.

### Instructions for Completion

#### 1. County Name and Number

Enter county name and number. Each form must contain the county name and the two-digit number assigned to the county.

#### 2. Month of Approval

Enter month of approval of eligibility or of transfer of eligibility to your county. Note: this is not necessarily the first month of eligibility. Each monthly MC 255 is to contain information on all refugees approved for AFDC cash or Medi-Cal-Only in the month just ended.

#### 3. Transaction Code

Enter appropriate transaction code. Transactions are A = Add; D = Delete. The add/delete transaction codes are to be used in reporting refugees on the MC 255 according to the following guidelines.

##### a. Use "add" (A) transaction to report:

- . New refugee applicant whose eligibility is approved.
- . Refugee transferring from another county.
- . Refugee who was previously reported without a Social Security number (SSN).
- . Refugee whose date of entry was previously not reported.
- . Refugee for whom change in refugee indicator must be reported, e.g., post-October 1978 Cuban.

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b. Use "delete" (D) to delete only:

- . Refugee previously reported with an incorrect SSN; submit "add" transaction at same time to report correct number.
- . Former refugee who has become a naturalized United States citizen and is no longer considered a refugee.
- . Do NOT delete refugee who moves or drops off Medi-Cal program. The refugee tracking system does not require this action.

4. Beneficiary SSN

Enter beneficiary SSN. SSNs are to be reported for all refugees, if available. Do not hold up reporting if an SSN is not currently available.

5. Refugee Indicator

Enter correct refugee indicator. This indicator provides information on categories of refugees:

- 1 = Indochinese refugee.
- 2 = Cuban refugee who entered the United States prior to October 1, 1978.
- 3 = East European or Russian refugee.
- 9 = Other -- including Cuban refugees who entered the United States October 1, 1978 or later, and Afghanistan refugees.

6. Beneficiary ID Number

Enter 14-digit Medi-Cal ID number. The Medi-Cal ID number must be reported for all refugee AFDC cash or Medi-Cal-Only applicants.

7. Enter month and year of entry into the United States. This information is required on all transactions except Cubans who entered the United States before October 1978 -- Refugee Indicator 2. Date of entry will be found in the lower right corner of the Immigration and Naturalization Form I-94.

Do not confuse date of entry with beginning date of eligibility for cash aid or Medi-Cal-Only.

8. Name

Enter last name, first name of refugee. Print or write clearly.



Return to:

Medi-Cal Eligibility Branch  
Department of Health Services  
714 P Street, Room 1692  
Sacramento, CA 95814

**REFUGEE CROSS REFERENCE TRANSACTION  
LINE ITEM INSTRUCTIONS (MC 255)**

This form is to be used by counties to report Social Security Numbers (SSNs) and Medi-Cal Beneficiary I.D. Numbers (BID) of all refugees whose SSN and BID have not been reported to the State Special Refugee file. This information will be used to compile special federal claiming reports. It does not replace the usual CID reporting system for Medi-Cal eligibles.

**Line Item Coding Instructions for Required Data**

- (1) Enter county name and number.
- (2) Enter month eligibility approved – one month only.
- (3) Trans Code:

Add Transaction: Enter code "A" to add a new or corrected record to the Special refugee file.

Delete Transaction: *Not necessary* except to delete an incorrect SSN from the Special Refugee file. Where code "D" is used, the form must include a code "A" entry to add the correct SSN.

- (4) SSN: Enter nine digit Social Security Number.
- (5) Refugee-Indicator: Enter "1" = Indochinese, "2" = Cuban, "3" = East European or Russian, "9" = Other
- (6) BID: Enter fourteen digit State Medi-Cal Beneficiary I.D. Number.
- (7) Entry Date: Enter month and year refugee entered United States.  
This information is found on the entry form issued by INS.
- (8) Name: Enter refugee's name; last, first.

## COMPUTER RECORD VERSION OF MC 255

Tape Record Format

The records will be 80 bytes long and contain the following information:

<u>POSITION</u>	<u>FIELD NAME</u>	<u>DESCRIPTION</u>	<u>CONTENTS</u>
1-2	County Code	99	Enter two digit county number
3	Transaction	X	Enter either 'A' for Add or 'D' for Delete
4-12	Social Security Number	9(9)	Enter Social Security Number
13	Refugee Indicator	X	Enter either '1' = Indochinese '2' = Cuban '3' = East European/ Russian '9' = Other
14-27	Beneficiary ID	X(14)	Enter Beneficiary Identification Number
28-31	Date of Entry	9(4)	Enter month and year refugee entered the United States in the format MMY.
32-80	Filler	X(49)	Enter blanks

Each record should have a transaction code 'A' or 'D'. See MC 255 instructions for details on add/delete transactions.

The tape should be prepared to meet the following specifications:

6250 BPI  
Standard 9 Track  
Standard IBM Labels  
Record Length 80  
Blocking Factor 100

Each month after DHS processes the data, the tape sent to the Department will be returned to the county. This method of tape handling will eliminate any tape charges.



Frequency

A total replacement file containing all refugees or a file containing refugees added should be sent to DHS each month. It should be received by us by the 10th of the month.

Mailing Address

Department of Health Services  
ATTN: Data Guidance, Refugee  
Tracking Information  
744 P Street, Room 960  
Sacramento, CA 95814

External Tape Label

County Name  
Refugee Tracking Data for Month  
Ending MM/DD/YY  
Total Number of Records on Tape  
Serial Number of Tape